



Report to the Auburn City Council

Action Item

Agenda Item No.

14

City Manager's Approval

To: Mayor and City Council Members
From: Reg Murray, Senior Planner
Date: April 8, 2013
Subject: Planning Commission and Historic Design Review Commission Priorities Review 2013

The Issue

Informational item only.

Conclusions and Recommendations

No action is required.

Background

The Auburn City Council passed a resolution in 2007 directing the Planning Commission to meet annually to identify and discuss planning issues which they believe are pertinent to the City of Auburn and make recommendations to City Council regarding those issues. While Council's direction did not include the Historic Design Review Commission (HDRC), the HDRC has been afforded the same opportunity to discuss issues related to their interests. The priority issues discussed by both commissions are summarized below.

Historic Design Review Commission:

The HDRC conducted their review of priorities on Tuesday, February 19, 2013. The Commission reviewed their past and current interests as well as the current and anticipated work items identified in the Special Projects List (Attachment 1). The Commission also received public comment from Councilman Mike Holmes and the Michael Otten, President of the Placer County Historical Society. Councilman Holmes requested that the HDRC recommend to City Council a review and update of the existing historic preservation ordinance as well as an update to the City's current nomination process for historic buildings. The certified minutes of the February 19th HDRC meeting, as well as the written statement submitted at the hearing by Councilman Holmes, are provided as Attachments 2 and 3, respectively.

After consideration, the HDRC identified three issues of interest:

1. Amending the Historic Design Review Guidelines to include elements from the Auburn Streetscape project. This item was a carryover from the prior year.

2. Reviewing the Commission's Powers and Duties pursuant to AMC §159.496. This review will occur at regular meetings over the course of the next year, with discussion having already occurred in March and April, 2013.
3. Amending the sign provisions of the Historic Design Review Guidelines to be consistent with the 2012 Sign Ordinance update.

Planning Commission

The Planning Commission met on Tuesday, March 19, 2013 to conduct their annual review of planning issues and priorities. The Commission expressed their interest in identifying issues that would be manageable and achievable, with involvement by the Commission and minimal impact to staff.

The Commission's discussion focused on replacing their former priorities (i.e. zoning ordinance update; parking management; trails master plan) with two new items: hillside development guidelines and landscape guidelines (Attachment 1). The Commission's interest on each issue is to review and understand the City's current standards and to then work with staff in the consideration of new guidelines and standards. The hillside guidelines would involve both grading and development guidelines (emphasizing residential standards); while the landscape guidelines would focus on non-residential standards and include such issues as tree palettes, water efficiency, and LID (low impact development) principles.

Special Projects List

The draft 2013 Special Projects List (Attachment 1) reflects the priorities identified by both the HDRC and the Planning Commission above. The list also includes key planning projects for the Community Development Department in the coming year.

- Implementation ordinances for the Housing Element, including Reasonable Accommodation, Emergency Shelters, Residential Care Facilities, and Single Residential Occupancy units. The ordinances were reviewed by the Planning Commission on March 5, 2013 and will come before the City Council in April 2013.
- Housing Element Update (2013-2021) – Staff recently released the Public Review Draft of the Housing Element Update for review and comment by the public. The Draft was also submitted to the State Department of Housing & Community Development (HCD) for their initial review. Upon completion of the comment phase, the update will be submitted to the Planning Commission for review (±April) and to the City Council for adoption (±May).
- First Time Home Buyers Program and Owner-Occupied Rehabilitation Program – Staff will continue to administer both programs, which are set to conclude July 2013.
- Sign enforcement for temporary signs - Upon approval of the amended sign ordinance in November, 2012, the City Council voted to end provisions allowing temporary signs such as banners and A-frames and directed staff to renew enforcement efforts for temporary signs. The program allowing such signs expired March, 2013.

- Historic Resource Nomination – Based on direction from the City Council in 2012, staff prepared an update of the procedures to nominate historic resources. The new nomination procedures were reviewed by the HDRC on March 5, 2011 and will be considered by City Council in April 2013.
- Roadway Naming – At City Council direction, staff is currently drafting a procedure for the naming of roads in the City and is coordinating with the SHAC on the development of a list of names.
- FEP/GP Fee Schedule – Staff anticipates work to establish a General Plan fee and amending the current city facilities (FEP) fee.
- Baltimore Ravine Specific Plan – Staff anticipates completion of the reimbursement agreement for the BRSP as well as review of the improvement plans for the Bloomer Cut bridge crossing and the Herdal Drive road extension.
- Placer County Airport Land Use Compatibility Plan – Public Works and CDD staff will participate in preparation of the Placer County Airport Land Use Compatibility Plan by the Placer County Transportation Planning Agency.
- Parking Management – CDD staff will coordinate with the Old Town and Downtown business associations to implement additional parking management steps (e.g. 2-hr parking, employee parking, signage, etc.).
- General Plan Update – Staff will develop a process for updating the Auburn General Plan.

Attachment:

1. Special Projects List - 3/20/13
2. Certified Minutes of HDRC Hearing on February 19, 2013
3. Councilman Holmes' HDRC Statement – 2/19/13

COMMUNITY DEVELOPMENT DEPARTMENT - SPECIAL PROJECTS LIST

(3/20/13)

Project

Comments

PLANNING COMMISSION		* Commission priority
1	Hillside Development Guidelines	3/19/13 - Building on the Hillside Development guidelines from the Baltimore Ravine Specific Plan, the Commission's interest is to review and develop Citywide grading and development guidelines for hillside development.
2	Landscape Guidelines	3/19/13 - Commission interest in reviewing City's existing landscape requirements and develop new landscape guidelines, including tree palette, water efficiency (AB1881), and LID principles (Low Impact Development).
HDRC		* Commission priority
3	Historic Design Review Guidelines*	2/7/12 - Amend the Historic Design Review Guidelines to include elements from the Auburn Streetscape project.
4	HDRC Powers & Duties*	2/19/13 - Review the HDRC's powers and duties pursuant to AMC §159.496 (A) and §159.496(B).
5	Historic Design Review Guidelines*	2/19/13 - Amend the Historic Design Review Guidelines for consistency with the 2012 sign ordinance update.
STAFF		* Staff priority
6	Housing Element Implementation	Complete programs from the 2008-2013 Housing Element (on-going). Includes ordinances for Reasonable Accommodation, Emergency Shelters, Residential Care Facilities, and Single Resident Occupancy units. March 2013 - Commission review; April 2013 - Council review/action.
7	Housing Element Update	Complete update of the 2013-2021 Housing Element by October 2013 (on-going). March 2013 - Commission review; April 2013 - Council review.
8	HOME Grants	Ongoing administration of the First Time Home Buyer and Owner Occupied Rehabilitation programs
9	Sign Enforcement	Temporary sign enforcement (i.e. banners/A-frames) in follow-up to adoption of 2012 sign ordinance update.
10	Historic Resource Nomination	Amend the historic resource nomination process.

11	Roadway Naming	Establish a process for the naming of roadways
12	FEP & General Plan Fee updates*	Update the FEP fee and establish a fee towards the update of the General Plan
13	Baltimore Ravine Specific Plan (BRSP)	a) Reimbursement agreement
14	New Ordinances	b) Improvement plans (bridge & Herdal extension) a) Park Fee Ordinance update b) Outdoor Music/Noise c) Massage Ordinance b) Water Efficiency/Landscape Ordinance c) Wireless Facilities Ordinance
15	Placer County Airport Land Use Compatibility Plan Update	Placer County Transportation Planning Agency is the Lead Agency for the update. Public Works and CDD staff are members of the Technical Advisory committee.
16	Parking Management	Work with Old Town and Downtown business associations to implement additional parking management steps (e.g. 2-hr parking, employee parking, signage, etc.)
17	General Plan Implementation	Complete programs from the General Plan
18	General Plan Update	Establish process for updates to the General Plan on an element-by-element basis.
19	General Plan Land Use Map	Finalize digital update of the General Plan Land Use Map
20	School Park Preserve	Development Agreement and Park Management Plan (<i>in process</i>); draft copy circulated
21	CDBG Business Loan Program	

P:Annual PC&CC Reporting/2013/PC Priority Projects/CC-PC Special Projects List 3-20-13

**MINUTES OF THE
AUBURN CITY HISTORIC DESIGN REVIEW COMMISSION MEETING
February 19, 2013**

The regular session of the Auburn City Historic Design Review Commission meeting was called to order on February 19, 2013 at 6:01 p.m. by Chair Spokely in the Council Chambers, 1225 Lincoln Way, Auburn, California.

COMMISSIONERS PRESENT: Briggs, Combs, Green, Luebkehan, Snyder, Spokely, Worthington

COMMISSIONERS ABSENT: Kratzer-Yue, Vitas

STAFF PRESENT: Will Wong, Community Development Director
Reg Murray, Senior Planner

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF MINUTES**

January 15, 2013

- IV. PUBLIC COMMENT**

None

- V. COMMISSION BUSINESS**

- A. HDRC ANNUAL PRIORITIES REVIEW 2013.**

Planner Murray presented the item. The priorities review provides the HDRC the opportunity to identify the items of interest that the Commission might want to pursue in 2013. He noted that in 2012 the Commission expressed interest in including elements from the Auburn Streetscape project and adding them as an appendix to the Historic Design Review Guidelines (Guidelines). Planner Murray commented that staff is currently in the process addressing this item. He also suggested two new items that the HDRC may want to consider: 1) Review of the Commission's powers and duties, as this is an item that they are currently addressing; and 2) Updating the Guidelines to be consistent with the sign ordinance update approved by the City in 2012.

Commissioner Worthington asked if the Commission should specify their expectations are with respect to the update of the Guidelines with the streetscape elements.

Planner Murray stated that staff has a good understanding of what the scope of the request entails.

Commissioner Worthington suggested that the amendment should be categorized to insure easy use by the public.

Chair Spokely suggested that the priorities list be expanded to include the Commission's review of their Powers and Duties. There was general concurrence from the Commission.

Commissioner Combs suggested that the item be expanded to include Section 159.496(B) in addition to Section 159.496(A). There was general concurrence from the Commission.

Chair Spokely asked if there were any other items of interest for the Commission to consider.

Commissioner Worthington suggested updating the Guidelines to be consistent with the sign ordinance update approved by the City in 2012.

Planner Murray summarized the intent of the Guidelines update for consistency with the sign ordinance.

Commissioner Worthington commented about landscaping and stormwater infiltration systems provided in the City's streetscape project. She expressed her desire that these concepts also be included in the Guidelines update.

Chair Spokely opened the hearing to the public.

Councilman Holmes addressed the Commission and provided a written statement. He strongly urged the Commission to thoroughly review the historic ordinance as a top priority, with completion by the end of the year, and also recommended that the Commission review the nomination process for historic structures.

Commissioner Luebke asked Councilman Holmes if his intent was for the Commission to develop new guidelines for the Council to consider.

Councilman Holmes commented that the Commission is tasked with bringing various proposals to the City Council, and suggested that an update to the historic ordinance should be a Commission priority. He also asked that the Commission change the procedures for the nomination process of historic structures, and that

those new procedures should be consistent with changes previously suggested to the City. He stated that the objective was to move the process along so that more buildings could be put on the National Register of Historic Places and on the Auburn Register of Historic Places; and to also consider other issues such as separating the Historic Preservation Commission from the Planning Commission.

Commissioner Combs asked Councilman Holmes if his intention was for the HDRC to review the entire historic ordinance, or just the powers and duties section that they've currently decided to review.

Councilman Holmes agreed that the whole ordinance needs to be reviewed; and that the current ordinance needs to be updated and procedures need to be improved.

Commissioner Worthington noted that Mr. Otten has previously provided a document illustrating his proposed changes to the City's current historic ordinance. She asked Councilman Holmes if the proposed changes in Mr. Otten's draft should be used as the starting point for the review being suggested by Councilman Holmes.

Councilman Holmes agreed that Mr. Otten's draft would be a good starting point for the Commission's review, along with a review of the existing ordinance and how the amendments would fit in.

Commissioner Worthington asked about the differences for nomination to the National, State, and local registers.

Councilman Holmes stated that there are a number of different elements and that the standards are higher as you move up from the local, to State, to National level.

Commissioner Worthington noted that the City's current ordinance focuses on the Auburn registry, and asked whether an update to the nomination process should include a process for nomination to the State registry?

Councilman Holmes agreed that it should, but noted that there is a higher standard that must be met when submitting to the State Register. He referred to the State Theater as an example; he noted that the building has been nominated to the State and that the initial indication is that it will meet the State standard, but that it may not meet the National standard.

Councilman Holmes commented that the historic nature of the City can be used to get publicity for the City on the web, improve tourism, and act as an economic driver for the City.

Commissioner Snyder asked Councilman Holmes to identify what goals he wanted to achieve with the review of the ordinance.

Councilman Holmes identified changes in nomination procedures for historic buildings.

Commissioner Snyder asked about what was wrong with the current procedure

Councilman Holmes commented that a lot has happened in the last 40 years. He noted that the existing historic ordinance directs the HDRC to come up with a new procedure for the nomination of buildings.

Councilman Holmes asked the Commission to add a priority to their list that would involve reviewing the existing ordinance and making recommendations for changes, and to specifically include a review of the nomination procedures for the Auburn Registry.

Commissioner Snyder stated that he was unsure as to what problems Councilman Holmes had with the existing historic ordinance, other than the nomination procedures.

Councilman Holmes responded that that no one knows what the ordinance is.

Commissioner Snyder commented that the ordinance exists and people can find it if they want to know about it.

Chair Spokely asked Councilman Holmes if the ordinance update would be focused on establishing, or updating, the procedural guidelines for nominations.

Commissioner Briggs referred to Resolution 82-198, which identifies the existing procedures for nominating historic buildings to the Auburn Register.

Councilman Holmes stated that, in his opinion, the existing procedures are outdated and need to be updated

Commissioner Worthington noted that the current procedures are missing evaluation criteria.

Commissioner Snyder asked how the Commission would handle historians with differing opinions.

Councilman Holmes stated that it would be a judgment of the Commission.

Director Wong stated that the City Council addressed this debate last year. Council gave staff direction to update the nomination process and to continue using the existing historic design review ordinance.

Mr. Michael Otten, President of the Placer County Historical Society, addressed the Commission. Mr. Otten referred to the nomination resolution and noted that some of the provisions are out of date. He suggested that the HDRC should focus their review on the items the Commission currently has on their priorities list.

Commissioner Combs summarized the differences in how properties are evaluated for the National and State registers, including significance, importance in community, and degree of historic integrity.

Mr. Otten suggested that historic information could be placed on the City website.

Chair Spokely asked if the Commission had any other recommendations for the priorities list. He noted that items currently on the priorities list included amending the Historic Design Review Guidelines to include streetscape elements and reviewing the Commission's powers and duties. He also noted that the historic resources nomination process would be coming forward soon.

Planner Murray reviewed the items on the Commission's priorities list. They included: 1) Amending the Historic Design Review Guidelines to include streetscape elements; 2) Review of the Commission's powers and duties; and 3) Amending the Historic Design Review Guidelines for consistency with the recent sign ordinance update.

Commissioner Combs asked if the Commission would want to review the entire historic ordinance instead of just their Powers and Duties section?

Commissioner Briggs stated that the Commission should just review the specific items previously identified because a review of the entire ordinance would involve a number of issues and would take a long time to complete.

Chair Spokely noted that a full review of the ordinance might be a good long-term goal for the HDRC and that by starting with the initial review of the Commission's powers and duties as currently planned, they might find that the existing ordinance is operating fairly well already. He suggested that the Commission hold off on a broader update and that they should instead focus on educating itself on the current ordinance.

Commissioner Luebkehan agreed with having the nomination process on the HDRC priorities list given the age of the process. He also thought it might be good to take a look at the ordinance to see whether or not anything needed to be changed and whether the review should be broken into smaller parts.

Commissioner Briggs noted that was the case with the first review occurring for the nomination process.

Commissioner Snyder reiterated his earlier concern, asking what was wrong with the current ordinance?

Chair Spokely noted that the Commission may not know what's wrong with the ordinance because the Commission hasn't really been applying it, which is the goal of the powers and duties review. He noted that there are proactive measures in the powers and duties that the Commission hasn't pursued.

Commissioner Worthington stated that the Commission hasn't thoroughly understood their powers and duties and roles and responsibilities. She commented that it could be dangerous to drill into one section, such as the powers and duties, without additional review of the whole ordinance.

Chair Spokely asked if this was a recommendation for a broader ordinance update.

Commissioner Worthington said she wasn't suggesting an update, but a review of the ordinance starting with the powers and duties.

Commissioner Luebkehan stated that he sees the Commission using the review as an education process.

Chair Spokely commented to Commissioner Luebkehan that the Commission recognized a need back in October 2012 to better understand the ordinance.

Chair Spokely asked if anyone wanted to add a review of the entire ordinance, with an eye toward an update, to the Commission's priorities list?

Commissioner Luebkehan stated that the Commission's purpose should be review of, and education about, the existing ordinance.

Commissioner Briggs agreed with Commission Luebkehan.

Commissioner Worthington suggested conducting the review as part of a workshop.

Commissioner Luebkehan opined that the workshop review should occur before deciding whether to add the item to the priorities list, as the Commission may find that it is okay with the existing ordinance; or it could find that there are issues and add it to our list of priorities at that time.

Chair Spokely asked staff to review the process associated with the annual priorities list review.

Planner Murray reviewed the process associated with the annual priorities review.

Chair Spokely asked staff to repeat the items on the HDRC priorities list.

Planner Murray reviewed the items on the Commission's priorities list, which included: 1) Amending the Historic Design Review Guidelines to include streetscape elements; 2) Review of the Commission's powers and duties; and 3) Amending the Historic Design Review Guidelines for consistency with the recent sign ordinance update.

Chair Spokely noted that a separate item for the Commission was to have a separate review of the ordinance.

B. HDRC ANNUAL OPERATIONS AND PROCEDURES REVIEW 2013.

Planner Murray presented the item. The annual operations and procedures review provides Commission with an annual opportunity to review how it conducts its business. He summarized the Commission's annual review in 2012 and noted changes the Commission made in prior years. Planner Murray also noted that the Commission had prior discussions about conducting regular meetings, in order for the Commission to regularly review its powers and duties, instead of meeting on an as-needed basis.

Director Wong noted that the Commission's previous desire was to meet on the first Tuesday of each month. He also reminded the Commission to provide staff with their interests in the Powers and Duties and that those interests would be reviewed at the regular meetings.

Chair Spokely led a discussion to determine which Commission meeting would be designated for the Commission's regular meeting. The consensus was to use the first meeting of each month as the regular meeting date.

Commissioner Worthington commented on the delegation of sign review and ADA review to staff in 2009, and that while the Commission had received email notifications of sign approvals from staff, the Commission had not received any notifications of staff-approved ADA projects. The Commissioners discussed options regarding notification to the Commission. Staff agreed to provide the HDRC with notification of ADA approvals consistent with the process for sign approvals.

Chair Spokely noted the new FastNews document from the Clerk's office and the meeting times included in the publication.

Staff informed the Commission that they were already aware of the times shown on FastNews and that they would be coordinating with the Clerk's office to insure that the Commission meeting times were correctly identified.

VI. COMMUNITY DEVELOPMENT DEPARTMENT FOLLOW-UP REPORTS

A. City Council Meetings

Director Wong commented that Councilman Kirby is scheduled to appoint Commissioner Snyder's replacement to the Commission at the City Council meeting on February 25, 2013. He also noted that the re-appointment of Commissioner Green to the HDRC is also scheduled for the February 25th Council meeting.

B. Future Historic Design Review Commission Meetings

Director Wong noted that the Commission's review of its Powers and Duties would recommence at the March 5, 2013 meeting and that the Commissioners should notify staff as to which of the powers and duties they have interest in reviewing/participating in greater detail.

Commissioner Green stated his interest in items 3, 7, and 8 from the powers and duties list.

C. Reports

Planner Murray commented that he would be providing conflict of interest information to the Historic Design Review Commissioners within the next couple weeks. The Commissioners will need to review that information and confirm that the information is correct or note any necessary changes.

VII. HISTORIC DESIGN REVIEW COMMISSION REPORTS

None

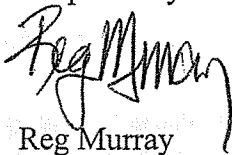
VIII. FUTURE HISTORIC DESIGN REVIEW COMMISSION AGENDA ITEMS

None

IX. ADJOURNMENT

The meeting adjourned at 7:40 p.m.

Respectfully submitted,



Reg Murray

HDRC STATEMENT

This year we will be observing the 125th year since re-incorporation of the city of Auburn. We have a unique set of historical buildings in our community which deserve to be preserved and used to attract more visitors to Auburn. It was brought home to me in 2009 that a great deal of the economy of this area depends on tourism. The more we could capitalize on our historic past be it the Gold Rush or the building of the transcontinental railroad the more we could thrive. A number of years ago the Historic Old Town Auburn was placed on the National Register of Historic Places which specifically listed the historic court house, lawyers row, Commercial Street, the post office and the Chinese Joss House.

In the past few years 9 additional building throughout the city have been added to the National Register and one private residence has been nominated for the register at the meeting of the California Historical Resources Commission earlier this month. There are plans to nominate a number of additional buildings both publicly and privately owned for consideration before the end of this year.

After a lengthy process involving community activists and historical preservationist the Auburn city council enacted the ordinance establishing the Historic Design Review Commission (HDRC) in November, 2004. Needless to say, not everybody was happy with the enactment of the ordinance. Several years ago a small group of citizens, including members of the Placer County Historical Society, began work on amending the ordinance. To my knowledge the HDRC has never thoroughly reviewed the existing ordinance or the amendment. I most strongly urge you to add this effort as a top priority to the HDRC special projects list as suggested in Reg Murray's staff report this evening, with a completion date by the end of this year.

I do note that the HDRC will conduct a review of Section 159.496 (Powers and Duties) in March, 2013. One of the duties in that section deals with the procedure for nominating historic structures for the Auburn Register of Historic Places. The city is currently using a city council resolution from 1982 which describes an outdated procedure and has not been updated in the over ten years since the adoption of the ordinance. A recommended change has been provided staff and some members of this commission. It shouldn't take another year to correct this defect.

RECEIVED

FEB 19 2013

**COMMUNITY DEVELOPMENT
CITY OF AUBURN**